



# **Cathedral Quarter Trust**

## **Information Pack for Applicants**

### **For the Position of**

## **Events and Projects Manager**

**March 2019**

**Completed Application Forms must be returned to [eleanor@viablecs.org](mailto:eleanor@viablecs.org) by**

**12.00pm on Monday 15<sup>th</sup> April 2019.**

**Interviews will be held on Thursday 25<sup>th</sup> April 2019.**

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## Welcome from Susan Picken, Director, Cathedral Quarter Trust

Dear Applicant,

The Cathedral Quarter Trust is now recruiting for an Events and Projects Manager to lead on management and delivery of the annual Culture Night Belfast event and other Cathedral Quarter Trust led events and projects. This is a newly created position within the Cathedral Quarter Trust and is an exciting opportunity for an experienced cultural Events and Projects Manager to play a key role in the organisation.

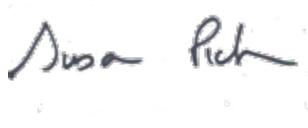
CQT co-ordinates and delivers a range of initiatives and projects in the Cathedral Quarter and the wider city-centre area including cultural animation activity, festivals and events. The organisation's major project is the annual delivery of Culture Night Belfast, Northern Ireland's largest free showcase of arts and cultural activity.

Launched in 2009 as a vibrant celebration of Belfast culture, based in the historic Cathedral Quarter, Culture Night Belfast has now become one of the highlights of the city's cultural calendar with an annual audience of over 100,000 people for over 300 free activities, events and performances. Now entering its eleventh year, planning is underway for the next edition of Culture Night Belfast in September with a range of exciting ideas in development.

This is a unique opportunity to help shape and develop one of Belfast's most iconic and popular public events and to play a key role in the development of the Cathedral Quarter Trust and its work. We are looking for an outstanding individual to join our small and dynamic team and to help us deliver on our ambitious plans. This is a full-time position and is offered on a fixed term two-year contract initially with the potential for renewal at the end of this period.

The closing date for applications is 12.00pm on Monday 15<sup>th</sup> April 2019. Late applications will not be considered. If you have any questions on the application process please contact [info@cqtrust.org](mailto:info@cqtrust.org) t: 02890 314011 in the first instance.

Yours sincerely



Susan Picken  
Director, Cathedral Quarter Trust.

## **Background to the Cathedral Quarter Trust**

The Cathedral Quarter Trust was established in February 2012 to represent the cultural, economic and social interests of Belfast's Historic Cathedral Quarter, and to implement the Cathedral Quarter Five-Year Strategic Vision and Development Plan (2012-2017). The next iteration of the Cathedral Quarter Strategic Plan (2019-2022) will be published in the near future.

### **Our Vision**

Belfast's Historic Cathedral Quarter is a focal point and leading destination for culture, enterprise and learning.

### **Our Mission**

To make the Cathedral Quarter Belfast's thriving Cultural Hub.

### **CQT's priorities are:**

- To support the Cathedral Quarter as a centre for the arts and creative industries;
- To support the growth of the mixed-use economy in Cathedral Quarter;
- To generate high levels of public participation;
- To build and maintain a supportive infrastructure.

### **Our Ethos**

The Cathedral Quarter contributes significantly and measurably to the economic, social and environmental well-being of its stakeholders, citizens, residents and visitors. The Cathedral Quarter upholds a sustainable balance between commercial and cultural, private and public interests.

### **Our Stakeholders**

CQT represents the interests of, and works in partnership with, a wide range of stakeholders including Belfast City Council, Department for Communities, Ulster University, Arts Council NI, arts and cultural venues and organisations, businesses and community and voluntary organisations.

### **Culture Night Belfast**

Culture Night Belfast is an annual flagship cultural showcase event, inspired by European counterparts including Copenhagen who first launched the Culture Night concept in 1993. A free, open house-style cultural evening for everyone to enjoy, the idea was particularly embraced on the island of Ireland where Culture Night Dublin was first held in 2006, followed by Culture Night Belfast in 2009. Now, in 2019, Culture Nights take place in over twenty towns and cities across Ireland.

Now developing plans for its 11th edition, Culture Night Belfast has grown exponentially since its beginnings. The inaugural event, held on September 25<sup>th</sup> 2009 drew a very enthusiastic audience of around 15,000 to over 100 activities in the

Cathedral Quarter area of the city. In the intervening years the event has grown substantially in size, scale and scope with over 85,000 attendances and 300 events and performances at the 2018 edition and a substantially increased footprint across the city extending from the City Hall to the Lagan River.

### **Vision, Mission and Values**

In common with other Culture Nights held across the world, Culture Night Belfast has some founding principles:

- To encourage more people to visit cultural venues and experience culture in Belfast;
- To remind everyone about Belfast's fantastic cultural facilities and resources;
- To raise the profile of the city's cultural organisations, activities and facilities;
- To encourage people to try new things and to get into the habit of going more often to cultural venues and activities in their area;
- To make it easier for people to play a role in their local cultural scene;
- To help create a sense of community, place and belonging through culture.

### **Vision**

Our vision for Culture Night Belfast is for an event that celebrates the city, promoting the creativity, vibrancy and uniqueness of Belfast's citizens, arts and culture at every level.

### **Mission**

Our mission is to create an annual showcase arts and cultural event that is free, rooted in the Cathedral Quarter, family focused and that engages with creative producers, local business and the public.

### **Destination CQ Business Improvement District (BID)**

Our sister organisation, Destination CQ Business Improvement District, was established in 2016 with a vision to further develop the unique Cathedral Quarter Area as a great destination for tourism, culture, creativity, innovation and business.

*CQT is a not-for-profit company limited by guarantee and a registered charity.*

For more information on Cathedral Quarter Trust, Destination CQ BID and Culture Night Belfast please visit:

[www.cathedralquarterbelfast.com](http://www.cathedralquarterbelfast.com)

[www.culturenightbelfast.com](http://www.culturenightbelfast.com)

## Job Description

<b>Job Title:</b>	<b>Events and Project Manager</b>
<b>Salary:</b>	£29,909 – 32,233 (salary commensurate with experience).
<b>Responsible to:</b>	Director, Cathedral Quarter Trust
<b>Location:</b>	Belfast City Centre
<b>Term:</b>	Two Years fixed term (with potential to extend)
<b>Hours:</b>	37.5 hours per week. Some evening and weekend work will be required.
<b>Leave:</b>	25 Days plus statutory holidays
<b>Probationary period:</b>	6 Months

### **Purpose:**

The Events and Projects Manager will be a key member of the Cathedral Quarter Trust team and will report to the CQT Director. This is a newly created, multi-faceted role that will incorporate a range of areas of responsibility including Events Programming and Management; Events Production and Operations Management; Business Development; Relationships and Stakeholder Management; Fundraising and Sponsorship; Financial Management and Administration. The post-holder will line-manage one permanent member of staff and will also lead on the management of a team of fixed-term and casual project staff, freelance contractors and volunteers.

### **Responsibilities:**

The post holder will work across the areas below:

#### Creative Direction

- Lead on artistic curation and creative programming for Culture Night and other projects as required;
- Work closely with the Director of CQT, the CQT Board and other stakeholders to develop and deliver the creative and cultural vision for Culture Night Belfast for 2019 and beyond;
- Develop and grow a wide range of creative partnerships and collaborations with artists, cultural partners, participants and stakeholders;
- Work closely with cultural and creative partners, artists, venues and participants to facilitate engagement and participation in Culture Night and other projects as appropriate;
- Work closely with colleagues in development of a programme of street animation and activities for Culture Night Belfast, delivering a high quality cultural experience and driving footfall to participating venues and organisations;
- Oversee development and delivery of a programme of Community Engagement and Participation activity within the main Culture Night event;
- Research and develop other creative, artistic and cultural projects and initiatives in line with Cathedral Quarter Trust objectives.

### Business Development and Fundraising

- Work closely with the Director of CQT and other team members to develop an effective plan for fundraising and sponsorship for Culture Night and other events and projects;
- Nurture and develop positive relationships with funders, sponsors, stakeholders and clients;
- Work closely with the Director of CQT on developing, managing and delivering all aspects of sponsorship related campaigns and activity across all CQT projects;
- Provide oversight for completion and submission of all relevant funding applications and associated reporting and documentation;
- Work closely with the Director of CQT on relevant business development initiatives and projects including preparation and submission of commercial tenders and quotations.

### Management and Planning

- Line manage a core team of permanent, fixed-term and casual staff, freelance contractors and volunteers;
- Oversight of the planning schedule for Culture Night including submissions and programming deadlines ensuring all elements of the event are delivered within the agreed schedule;
- Oversight of all aspects of production management, site preparation, licensing, permissions and insurances for all events and projects in liaison with contractors, suppliers and statutory agencies as appropriate;
- Ensure compliance with and lead on all aspects of operational and risk management for all events and projects as required including Health & Safety, liaison with PSNI, Belfast City Council, local government and all other statutory agencies as appropriate;
- Oversight of all infrastructure and resource requirements for delivery of all relevant events and projects including equipment, staging and facilities;
- Development and oversight of all commercial activities related to events including food trading and markets.

### Marketing, Communications and Evaluation

- Work closely with the Director of CQT, Board and staff on development and implementation of all marketing and communications plans for Culture Night and other events and projects as required;
- Ensure all funder, sponsor and stakeholder requirements are met across all programming, marketing and communications activities;
- Develop and implement a robust evaluation framework for Culture Night and other events and projects as required in collaboration with the Director of CQT and other stakeholders;
- Oversee co-ordination and production of all required internal and external reporting on Culture Night and other events as required;

### Finance and Resources

- Robust budget management for Culture Night Belfast and other events and projects in liaison with the Director of CQT and CQT Board;

- Ensure all agreed financial income targets for events and projects are met including funding, sponsorship income and earned income;
- Maintenance of accurate financial records and documentation as required;
- Management of all aspects of purchasing, procurement and supplier contracts for events and projects in line with CQT Financial Procedures and ensuring value for money;
- Production of all required financial reporting and information for the Director of CQT, CQT Board and external stakeholders as required.
- This list is for guidance only and is not exhaustive. The post holder will also be required to carry out other reasonable duties as required by the Director of CQT.

## **Person Specification**

### Essential Criteria

- Degree or equivalent third level qualification;
- Minimum 5 years' professional experience in curating, planning and delivering large scale cultural and public events, preferably including outdoor events (eg festivals; carnivals);
- Demonstrable knowledge of the arts and culture sector;
- Experience of line managing staff;
- Experience of budget management and financial reporting;
- Experience of fundraising and sponsorship;
- Experience of business development and project management;
- Experience of dealing with funders, sponsors and other stakeholders;
- Excellent written and verbal communication skills;
- Excellent knowledge of office software including Word and Excel;
- Self-motivated and articulate, with excellent planning, organisational and time management skills.

### Desirable

- Relevant Health and Safety or Events Management qualification eg IOSH;
- Demonstrable understanding of current legislation around Health & Safety, licensing and information management;
- Experience of purchasing and procurement and of managing contractors and suppliers;
- Experience of developing and delivering marketing and communications campaigns;
- Hold a current driving license and have access to a vehicle. This criterion may be waived, if a disability prohibits driving. In this case, please demonstrate how you would meet the mobility requirements of this post.

## The Recruitment Process at Cathedral Quarter Trust

Please read the following carefully before completing your application form ([forms can be downloaded here](#)).

### The application form:

All sections must be completed, if it is not applicable state that it is not applicable. Please ensure that you first read the person specification and the duties in the job description to see if you are suitable for the post. If you feel you are suitable, please give specific examples on the application form demonstrating how you meet each essential criteria – short-listing will be based on this.

### Personal details:

Make sure that your contact details are clearly displayed. If you move address, between sending in your form and being interviewed, please let us know as soon as possible. All personal details will be removed prior to the selection process.

### Shortlisting:

Applicants will be shortlisted against the criteria in the person specification.

### The interview:

All shortlisted applicants will be contacted by either telephone or email to offer an interview and this will be confirmed by email. You will be informed of the time, location, and contact for the interview. Applicants will be asked questions relating to the job description, person specification and application, and the panel will take notes during the course of the interview. This is part of the procedure to ensure that all applicants are treated equally, and to help us to make the right decision. Applicants will also be required to give a short presentation as part of the interview - the details of this will be notified along with the invitation to interview.

In preparation for the interview, take the opportunity to read through the job description, application form, and any other literature sent as part of the information pack. Please be prepared to talk about your relevant experience, giving examples that illustrate your ability to do particular parts of the job. If you have any special requirements that would allow you to participate more fully in the interview, please let us know when you are invited to interview.

### How to apply

- Applications will only be accepted by email on the official application form. [Applications can be downloaded from our website.](#)
- Attached CV's will not be considered, either in lieu of the application form or in conjunction with it;
- It is the responsibility of the applicant to ensure an email with the completed application form, together with a completed Equal Opportunities Monitoring Form, is returned by **12.00pm on Monday 15<sup>th</sup> April 2019.**
- **Applications received after this time will not be accepted.**
- Please return your completed application form to [eleonor@viablecs.org](mailto:eleonor@viablecs.org)

**CQT Privacy Notice for Applicants can be viewed [here](#).**